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# Makaela Golphin

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## **SKILLS**

Attention to Detail	Data Analysis	Microsoft Office
Computer Literacy	Environmental Adaptation	Self Motivation
Conflict Resolution	Genuine Hospitality	Technical Skills
Customer Service	Information Security	Time Management

## **EXPERIENCE**

### **Santander Bank N.A., Clifton Heights, PA - Retail Bank Teller**

AUGUST 2019 - PRESENT

Active listening, attention to detail , cash consolidations, computer knowledge, customer service, daily operations, data entry, information security, interpersonal communication, microsoft office, monitor banking procedures, organization, etc.

### **Victoria's Secret, Philadelphia, PA- Sales & Support Generalist**

MAY 2018 - JULY 2019

Genuine ability to listen and connect with customers, achievement oriented, demonstrate initiative urgency, cash register performance, stockroom duties, store replenishment, etc.

### **Blue Cross RiverRink, Philadelphia, PA- Skate Rental Representative**

NOVEMBER 2016 - JULY 2019

Genuine hospitality, conflict resolution, validating tickets, disbursing/gathering skate rental items, time management, maintaining cleanliness, etc.

## **EDUCATION**

### **Empire Beauty School, Springfield, PA- Cosmetologist**

### **Upper Darby Senior High, Drexel Hill, PA- Diploma**